



STANDARDS AND RULES FOR BALITMORE CITY FOOD MANAGER CERTIFICATION

- One certified person per facility is required.
- Certificate with picture of Food Service Manger (FSM) must be posted at all times in facility.
- Licensed facility will be billed every 3 years for certification fee.
- If facility loses FSM before the 3 year term, certification fee will be waived. However, a processing fee will be charged.
- Facilitites will be given one 90 day interim to replace FSM per billing cycle; in cases where facilities keep losing or firing their FSMs. After the first 90 day interim has expired, each facility must hire a FSM immediately upon departure of the previous FSM.
- Certificate is issued in the name of approved FSM, but for that facility only.
- Approval of trainers or training programs offering the basic food service sanitation course will be accomplished through the Interjurisdictional Food Service Manager Program Committee (IFSMPC).
- Only those training providers who are approved by IFSMPC will be accepted by the Baltimore City Health Department (BCHD).
- The minimum requirement for consideration for certification is:
 - 16 hours of training by an approved training provider; and
 - Satisfactory passage of an approved standardized examination supervised by the training provider (approved by IFSMPC).
- Once applicant has taken training and passed the test, they must submit the following to BCHD in order to be considered for certification:
 - Proof of training
 - Proof of examination/results
 - Two passport type photos (1 for file, 1 for posting on certificate)
 - Completed application form
- The minimum training renewal requirement (every 3 years) is 8 hours. Proof of continuing education along with application form is required for consideration.
- If previously certified, approved training must show on IFSMPC list, or seek approval of Reciprocity Committee of the IFSMPC.

- If training is not on IFSMPC list, or is not approved by Reciprocity Committee, applicant must go through approved training.
- Fees:
 - Application Fee: \$30.00
 - Processing Fee: \$10.00
 - Late Fee \$10.00/Month
- If FSM is found to be negligent in his/her operational duties, the sanitarian will recommend that FSM attend conference for review of certification. Depending on outcome of conference, certificate holder may be required to attend additional training. In this case, certification may be suspended pending completion of additional training, certification may be continued during training or certification may be revoked altogether. In order to avoid revocation of certificate, FSM must complete training.
- All sanitarians registered by State of Maryland are automatically certified as FSMs.
- All training providers must be certified as FSMs.